



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF:

APRV-RDL-SS (710)

MAY 29 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Standard Operating Procedures (SOP) for Requisitioning of Geospatial Information and Services (GI&S) Products (DOL/DCSLOG Policy Number 4-4)

1. References:

- a. AR 708-1, Cataloging of Supplies and Equipment and Supply Management Data.
- b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
- c. AR 725-50, Requisitioning, Receipt, and Issue System.
- d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).
- e. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures.
- f. FM 10-27, General Supply in Theaters of Operations.
- g. CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items).

2. Purpose: To establish uniform guidance and procedures for obtaining Geospatial Information and Services (GI&S) products under the Standard Army Retail Supply System-Objective (SARSS-O) for customers of Supply Operations Branch, Directorate of Logistics, United States Army Alaska (USARAK).

3. General:

- a. The Richmond Map Agency web page for additional information, in regard to map acquisitions is <http://www.dscr.dla.mil/pc9/>.
- b. Unclassified military GI&S products used in the support of training, major exercises, and contingency stockage will be requisitioned using the unit's/organization's Department of Defense Activity Address Code (DODAAC).
- c. United States Geological Survey (USGS) products and topographic maps are not stocked by Defense Supply Center Richmond (DSCR), but are available to Department of Defense (DOD) activities as interim products. DOD commands should identify USGS product

APVR-RDL-SS (710)

SUBJECT: External Standard Operating Procedures (SOP) for Requisitioning Geospatial Information and Services (GI&S) Products (DOL/DCSLOG Policy Number 4-4)

requirements and quantities to their National Imagery and Mapping Agency (NIMA), Customer Support Team (CST) for approval, DSN 570-3001/COM (703) 264-3001.

(1) USGS products can be purchased from the local USGS offices in Anchorage by using USGS Order Form 67-0002 (Enclosure 1) with continuation sheet. To purchase by credit card fill in appropriate blocks with authorized signature. If required quantities are not available locally they can be purchased from USGS Information Services, Denver, Colorado by faxing the USGS Order Form 67-0002 with continuation sheet with authorized signature to (303) 202-4693.

(2) USGS CD products must be approved by the NIMA supporting CST and include the user's DODAAC, area coverage, scale and media required, justification, point of contact and telephone number.

d. Units/organizations will establish an account with the Richmond Map Facility using DLA Form 1832 (Enclosure 2) for new accounts. Send the form to: Defense Logistics Agency, Defense Supply Center Richmond, 8000 Jefferson Davis Highway, Richmond, Virginia 23297-5335; FAX to: DSN 695-6510 or COM (804) 279-6510; or email to: pc9@dscr.dla.mil.

e. Units/organizations will establish an Authorized Stockage List (ASL) for GI&S products. Up to 15 day stockage is authorized based on allowances in CTA 50-970. See enclosure 3 (reference from FM 10-27, General Supply in Theaters of Operations) for configuring quantities.

f. GI&S products are a Class II expendable item. Use the Federal Logistics (FEDLOG) to convert the NIMA Reference Number to a National Stock Number (NSN). Type the NIMA reference number in the Part Number area and query using normal procedures.

4. Procedure:

a. Units/organizations requisitioning military GI&S products will submit a list of required GI&S products to their Mobility/Security office (S-2).

b. For MILSTRIP requests using NSNs the unit's/organization's S-2 office will consolidate all requests using a DA Form 2765-1, Request for Issue or Turn-in, or a SF 344, Multiuse Standard Requisitioning/Issue System Document (Enclosure 4), and submit either form to their supporting level of supply or Property Book Office (PBO) for document number assignment and supply system input. **All requests will have 2B advice code [cc 65-66]** to insure direct shipment to the requisitioning unit's DODAAC.

APVR-RDL-SS (710)

SUBJECT: External Standard Operating Procedures (SOP) for Requisitioning Geospatial Information and Services (GI&S) Products (DOL/DCSLOG Policy Number 4-4)

c. To requisition from DLA Map Support Office (MSO), located at Hickam Air Force Base, Hawaii, use NIMA reference numbers on SF 344 and send by FAX to DSN 449-6665 or COM (808) 449-6665. Units must have an account with DLA (reference 3.d.) At a minimum, the following information will be provided on the SF 344 under column 23, "REMARKS".

- (1) Unit's DODAAC.
- (2) Point of contact to include name and rank, DSN and commercial telephone numbers.
- (3) Specific ship-to-address to include complete unit's designation, street name, and building number.
- (4) Required Delivery Date.

d. To requisition maps for a crisis/emergency contact the Richmond Map Facility DSN 695-6500, (804) 279-6500 or DLA MSO DSN 315-449-2100 (808) 449-2100 to verify stock availability and request special attention for high priority before ordering. All crisis/emergency orders must be shipped to an official government address and the POC or alternate must be at that address to sign for the shipment, to include during non-duty hours.

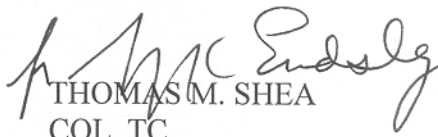
e. The DOL Item Manager will provide customer assistance and training on GI&S catalogs in regard to GI&S and USGS products. The Item Manager is Rowena Adams, DSN 384-7107, FAX DSN 384-7068, or email rowena.adams@richardson.army.mil.

5. Point of contact is Marlene M. Runkle, DSN 384-7069, FAX 384-1816, or email marlene.runkle@Richardson.army.mil.

FOR THE COMMANDER:

4 Encl

1. USGS Order Form 67-0002
2. DLA Form 1832
3. Table 4-1, HQ Map Allowance(FM 10-27)
4. SF 344


THOMAS M. SHEA
COL, TC
Director of Logistics

DISTRIBUTION:

B



U.S. Geological Survey Maps, Books, and Other Published Products Order Form

1. Use this form to order U.S. Geological Survey (USGS) maps, books, and other published products.

Refer to the USGS Maps Price list for the most recent prices of all USGS maps.

2. **Domestic Orders.** Payment (check, money order, purchase order, major credit card, or Government account) must accompany order. Please include a \$5 handling fee. Make all drafts payable to the Department of the Interior-USGS. **Do not send cash.** Delivery will be provided by a Government-selected courier. If you request a specific courier

service, please provide your courier account number.

3. **International Orders.** Payment for orders shipped outside the United States must be made by any major credit card or international money order drawn on U.S. funds. All international orders must be prepaid and include a \$20 shipping fee plus a \$5 handling fee. Orders exceeding 50 items will be charged actual shipping cost. Recipients will be responsible for paying customs fees.

4. The Stock Number column refers to the stock, ISBN, or book series number.

5. To order by mail, return order form and payment to:

USGS Information Services
Box 25286
Denver, CO 80225

To order by fax, call 303-202-4693 and transmit order form. You can also order through the World Wide Web at <http://edcwww.cr.usgs.gov/webglis/>.

6. For information or ordering assistance, call 1-888-ASK-USGS.

Name (first, middle initial, last)	Telephone Number (required)	Date
Company or Agency	Customer Purchase Order Number	
Address (street address preferred)	USGS Vendor Code or Account Number	
City, State, and ZIP Code	Major Credit Card Number	
Ship to (if different from above):	Expiration Date	Signature
Remarks:		

Quantity	Stock Number	State	Scale	Product Name or Title	Unit Price	Total Price

Subtotal	
Subtotal (from reverse)	
Handling Charge (per order mailed)	5.00
International Shipping Charge (per order mailed, if applicable)	
Total Order Cost	

GEOSPATIAL INFORMATION & SERVICES (GI&S) ACCOUNT DATA

1. ACCOUNT NUMBER (DODAAC/FEDAAC)	2. DATE (MM/DD/YYYY)	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSURE
4. COMMAND/ ADMIN ADDRESS TAC 1 (Must match TAC 1 Address loaded with DAAS)		5. SHIP TO/ BULK ADDRESS TAC 2 (Must match TAC 2 Address loaded with DAAS)
6. Which address do you want administrative mail and products mailed to? a. <input checked="" type="checkbox"/> TAC 1 b. <input type="checkbox"/> TAC 2		

SECTION I - GENERAL

7. REQUEST A GI&S ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:

☐ REQUISITIONS
 ☐ AUTOMATIC DISTRIBUTION
 ☐ FLIP AUTOMATIC DISTRIBUTION

8. UNIT DESCRIPTION DATA

a. Component (Contractors must complete Block 8c and/ or 8d.)

☐ Army ☐ Air Force ☐ Coast Guard ☐ Foreign Military Sales ☐ DoD Activity
☐ Navy ☐ Marine Corps ☐ Foreign Exchange ☐ Other Government Agency ☐ OTHER _____

b. Unit Identification Code (UIC)

c. Commercial and Government Entity (CAGE) Code (Contractors)

d. Contract Number (if applicable)

9. GI&S OFFICER FOR THIS ORGANIZATION WILL BE:

a. Typed Name, Grade and Title

b. E-Mail Address

c. Signature

d. Commercial Phone Number

e. DSN Phone Number

f. Commercial FAX Number

DSN FAX Number

SECTION II - ACCOUNT CLASSIFICATION LEVEL

10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT:

☐ UNCLASSIFIED ☐ SECRET

11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:

a. Typed Name, Grade and Title

b. Signature

c. Commercial and DSN Telephone Number

SECTION III - CHANGE OF ADDRESS

12a. OLD ADDRESS (Include 9-digit Zip Code)

b. NEW ADDRESS (Include 9-digit Zip Code)

Effective Date (MM/DD/YYYY):

REMARKS (All change of address must also be forwarded to Defense Automated Addressing System (DAAS) through your service point):

SECTION IV - AUTHENTICATING OFFICIAL (O-5/GS-14 or higher)

13a. Typed Name, Grade and Title of Commander

b. Signature

d. Commercial and DSN Phone Number

INSTRUCTIONS FOR COMPLETING DLA FORM 1832 (Geospatial Information Services (GI&S) Account Data).

THIS FORM HAS BEEN CREATED AND MAILED TO ENHANCE CUSTOMER SERVICE AND VALIDATE ACCOUNT REQUIREMENTS. IT IS A MANDATORY REQUIREMENT TO HAVE A DLA FORM 1832 FOR EACH ACCOUNT RECEIVING MAPS, CHARTS, FLIGHT INFORMATION PUBLICATIONS, AND DIGITAL PRODUCTS. ANY ACCOUNT NOT HAVING THIS FORM ON FILE IS SUBJECT TO CANCELLATION UNTIL ONE IS RECEIVED.

1. The account number by which GI&S products (maps) are ordered. It consists of six characters and could be a DoDAAC (Army, Air Force); UIC (Navy); RUC (Marines); OPFAC (Coast Guard) or FEDAAC (Federal Agencies). All Notice to Mariners recipients will find the applicable account number on the first line of the mailing label.
2. The date the form is prepared/sent to the Richmond Map Facility (RMF).
3. If this is the first submission of the form for this account, mark the initial block. If this is a change, mark the change block. If this account is being closed, mark the close block.
4. Must match the TAC 1 address shown in the Defense Automated Addressing System (DAAS).
5. Must match the TAC 2 address shown in the Defense Automated Addressing System (DAAS).
6. Where map shipments and admin mail are to be sent. If TAC 1 is selected and a shipment is too large for postal mail, the TAC 2 address will be used.
7. To request maps through MILSTRIP channels, check the "requisition" block. To establish a subscription account, check either or both distribution blocks. Product listings and quantities must be provided by the GI&S Officer to receive maps via subscription.
- 8a. Check the appropriate block.
- 8b. If a unit identification code exists for this account, enter it here. If not, leave this block blank.
- 8c/d. Only DoD or Government Contractors need to fill in these blocks.
- 9a. The individual who manages this account and is responsible for the ordering and maintaining of the map account. This is the individual RMF will contact as the need arises.
- 9b/c/d/e. E-mail addresses, phone numbers and signatures of this individual ARE REQUIRED.
10. There must be a justifiable need to establish a classified account and the account security manager is responsible for the safekeeping of classified products.
11. Enter Security Officer information. This is MANDATORY for all classified accounts.
12. If the address has changed, enter the new and old addresses in these blocks.
Contact your appropriate Service Point found on our web page: www.dscr.dla.mil/pc9/. The Service Point will notify DAAS of the change. Please notify RMF as a courtesy.
13. THESE BLOCKS ARE MANDATORY.

DLA FORM 1832

In order to standardize the process of establishing an account with the Richmond Map Facility, DLA Form 1832 is now required for all existing and new accounts. This form was mailed to each of our customers in August 1999. Please fill out this completely as possible and return to Product Center 9 (the inventory management and accounting management element of the Richmond Map Facility). Existing accounts that do not submit this form to the Richmond Map Facility by 15 November 1999 may have their accounts suspended or cancelled.

Mail it to:
DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER RICHMOND
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND VIRGINIA 23297-5335

FAX TO: (804) 279-6510 DSN 695-6510

EMAIL TO: pc9@dscr.dla.mil

Foreign Exchange Accounts do not complete this Form. Contact the international office at The National Imagery and Mapping Agency (NIMA).

Encl 2, pg 3 of 3

Table 4-1 Headquarters Map Allowances
from Field Manual 10-27, General Supply in Theaters of Operations, dated November 1984, Chapter 4, Section III Map Supply Support, page 4-6

UNIT	SMALL-SCALE	MEDIUM-SCALE	LARGE-SCALE	ROADMAPS	AERONAUTICAL
	MAPS (WORLD & ABOVE 1:500,000)	MAPS (1:500,000 & 1:250,000)	MAPS (BELOW 1:250,000)	(VARIES)	CHARTS a (VARIES)
ARMY HQ	25	75	50	75	50
CORPS HQ	15	40	75	50	25
DIV HQ	5	25	55	50	10
BDE HQ	1	7	14b	15	3
BN HQ	0	3	12b	5	0
CO HQ	0	1c	7d	1	0
a - Add two per organic aircraft.					
b - For service units, use 50 percent of the number shown.					
c - Add one per three administrative use vehicles.					
d - Add one per two track vehicles.					

ENC 1 3, 18 182

Table 4-2 Large-Scale Map Initial Issue Allowances
from Field Manual 10-27, General Supply in Theaters of Operations, dated November 1984, Chapter 4, Section III, Map Supply Support, page 4-6

UNIT TYPE	PLANNING FACTOR
Armored and infantry (mech)	Two copies per platoon, plus one per tank and carriage, plus two per armored personnel carrier with armament, plus two per organic Army aircraft, plus headquarters allowances.
Infantry and combat engineer	Two copies per platoon plus headquarters allowances. One copy per squad if a small unit operation.
Air assault (airborne)	Two copies per platoon plus headquarters allowances plus two per organic aircraft.
Field artillery	Headquarters and service batteries are same as for infantry unit. One copy per section for a firing battery plus one copy per forward observer and liaison officer.
Air defense	One copy per fire unit and two per headquarters for air defense artillery automatic weapons unit and forward area missile unit. One per officer for all other air defense artillery fire units.
Other units*	One copy per officer plus one copy per reconnaissance noncommissioned officer.
*Headquarters and service companies.	

DOCUMENT IDENTIFICATION

1. DOC. IDEN.	2. ROUTING IDEN.	3. M S	DOCUMENT NUMBER 9-10 REQUISITIONER	11. DATE	13. D M	14-15 SUPPLEMENTARY ADDRESS	16 S	17 FUND	18 DISTRIBU- TION	19. PROJECT	20. PRI- ORITY	21 REC'D. DELIVERY DATE
1-3	4-6	7	30-35	36-39	44	45-50	51	52-53	54-56	57-59	60-61	62-64

SIGNATURE (If required)

REQUISITION DATA

[illegible]

NOTE: Entries in shaded blocks may be in either the FIXED (F) or VARIABLE (V) sections—NEVER in both.

23. REMARKS

from Field Manual 10-27, General Supply in Theaters of Operations, dated 20 April 1993, Chapter 3, Section III, Map Supply Support, page 3-5

[illegible]

Encl 4, pg 2 of 2